TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

(Made Under section 3 (6) (d) of the Executive Agencies Act, N0. 30 of 1997 and Rule 4(1) of the Executive Agencies (The Tanzania Public Service College) (Establishment) Order, GN.No. of 2000)

TPSC STUDENTS BY LAWS

REVISED EDITION 2020

(As approved by the Ministerial Advisory Board at its meeting on 7th February, 2020)

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PART I

PRELIMINARIES

1. Short Title and Commencement

These By-laws may be cited as Tanzania Public Service College Students' By-laws, revised edition 2020 (herein after referred to as the TPSC Students' By-laws, revised edition 2020) and shall come into force on such date as the Ministerial Advisory Board (MAB) may determine.

2. Interpretation

In these TPSC Students' By-laws, revised edition 2020, unless the context otherwise

requires:

"Appellate Authority" means an officer or a body authorized to consider an appeal.

"Authorized Officer" means any officer of TPSC when discharging lawful duties.

"Board" means the Ministerial Advisory Board (MAB) of the College.

"College" means Tanzania Public Service College established under The Executive Agencies (The Tanzania Public Service College) (Establishment) Order, GN No. 473 of 15th December 2000.

"College Officer" includes any person employed by TPSC, performing assigned administrative or professional duties.

"College Premises" include any recognized and or authorized lands, buildings, facilities, offices, hostel, houses and any other property in the possession of or owned, used, controlled or occupied by the college.

"Committee" means the competent organ within TPSC vested with express or implied legal powers to decide, to do, to allow to decide and or to do, to approve, or to order the doing, disproving or disallowance of such act or acts

as is or are referred to in any of respective provisions of this TPSC Students' By-laws, revised edition 2020.

"Competent Authority" shall have the same meaning as "Competent Organ."
"Competent Organ" includes such board, committee, office or officer of the college vested with express or implied legal power to decide and or to do, to allow to do, to approve, or to order the doing, disproving or disallowance of such act or acts as is or are referred to in any of respective provisions of this TPSC Students' By-laws, revised edition 2020.

"Computer Facility" is any place where the college makes one or more computers available for practical training.

"Constitution" refers to the constitution of TAPSSO.

"CSRC" is composed of Class or TPSC House of residence representatives.

"Decent skirt" is a long skirt which covers knee pit while seated.

"Disciplinary Authority" means competent organ for making decisions on disciplinary matters.

"Disciplinary Offence" means contravention of TPSC Students By-laws and or any other conduct which in the opinion of disciplinary authority constitute disciplinary offence.

"Dress code" means proper dressing as approved by TPSC.

"Harassment" means unwelcome and inappropriate verbal or physical conduct or coercive behaviour where the behaviour is known or reasonably ought to be known to be unwanted or unwelcome.

"He" includes she.

"Hijab" is a traditional veil covering for the hair and neck that is worn by Muslim woman.

"Hostel" shall mean halls of residence which are found within the college which are used for the purposes of accommodation for students; it also means,

registered private facilities available off-campus which are used for the purpose of providing accommodation for college students.

“Illegal Meeting” means any meeting or gathering within the college premises which has not been allowed by an appropriate authority.

“Illegal Drugs” means any drugs declared illegal by any law in force in Tanzania.

“Matron” means any female officer who is vested by the TPSC management with responsibilities of counselling and guiding all female students at the respective campus.

“Minister” means the minister of TAPSSO Government.

“Member of the College Community” includes any person who is a student, college officer, staff, or any other person working in the college premises.

“Natural Justice” shall include the right to be informed of the specific offence alleged to have been committed under specified law and/or TPSC Students’ By-laws alleged to have been violated; the right to be heard by an impartial body; right to tender defence; right to a reasoned decision and the right to appeal.

“Patron” means any male officer who is vested by the TPSC management with responsibilities of counselling and guiding all male students at the respective campus.

“Penalty” is a punishment for the violation of the TPSC Students’ By-laws, 2017 in form of a written warning, reprimand, summary dismissal, dismissal, compensation and fine.

“Social Function” means any social activity held by students within or outside college premises. “Student” means a person registered by the college under any long-term programme.

“Student Affairs Division” means the office vested with responsibilities to oversee students’ affairs by the TPSC Management in the respective campus.

“Student Leader” is any TAPSSO leader CSRC inclusive.

“Student Organization” shall have the meaning ascribed to it under Article 1 of TAPSSO Constitution, 2017.

“TAPSSO” refers to Tanzania Public Service Student Organization responsible with student affairs.

“TPSC” refers to Tanzania Public Service College.

3. Application

(i) These By-laws shall apply to any person who is a student of the college.
(ii) Every student shall be presumed to be knowledgeable of the contents of these By-laws and any other laws of the college and it shall not be raised as a defence by a student in relation to any proposed disciplinary measure that he is ignorant of these By-laws.

PART II

STUDENTS GENERAL REGULATIONS

4. General Regulations

(i) At the beginning of every semester, all students shall report at their respective campuses on the prescribed date as the college may determine from time to time.
(ii) A student shall not be registered if he reports after the time specified for registration has elapsed.
(iii) All students shall observe their duties as prescribed under Article 6 (ii) of TAPSSO constitution and keep all their documents such as Identity Cards, examination numbers, tests, assignments, receipt and any other document related to their stay at the college.

5. Leave of Absence

(i) A student may obtain leave of absence for a period not exceeding seven (7) days during the semester on application to the Campus Manager and such application shall be channelled for recommendation to TAPPSO Minister responsible for Academic Matters, Head of respective Department and TPSC Manager of Programmes.

(ii) Notwithstanding the provisions of rule 5(i) above Campus Manager may, in exceptional circumstances and where good cause is shown grant leave of absence for a longer period not exceeding fourteen (14) days in one semester provided that the Campus Manager shall grant such leave after consultation with the TPSC Manager of Programmes.

(iii) Where a student leaves the college without permit, he shall be issued a written warning or suspension of not less than 14 days in case he/she repeats.

6. External Correspondence

(i) No official correspondences, press release and/or external communications outside the college shall be made by any student concerning any activity that involves the college or the use of the name of the college without prior approval of the Campus Manager.

(ii) No external communications, including press release by the Students' Government reflecting the interests of the students at the college shall be made without the prior approval of the college management and shall bear the label of TAPPSO as their origin and not the college.

(iii) External communication including press release by the registered students' societies which does not reflect the interest of the students' community as a whole shall first be approved by the students' government in consultation with the management and shall bear the address of their own.

7. Meetings with Outsiders

(i) No meetings shall be held between students or students' government and any authority outside the college to discuss any matter concerning the college.

(ii) In the event that students intend to hold meeting for the purpose of discussing matters concerning the college, the issue shall be referred to the president of TAPSSO who shall arrange to convene students' Baraza in accordance with the procedures prescribed under Article 10(iv) (s) of TAPSSO constitution and shall invite the college management in the said meeting.

(iii) Any other meetings between students and authorities outside the college that involve any matter of the college, anything that is likely to affect the image of the college or any purpose that affects the social and academic welfare of students such as capacity building, exposure to opportunities, motivational talks and academic gatherings whether such meetings take place within or outside the college premises, shall be done on approval of TAPSSO government and the college management.

8. Library Services

(i) Every student shall be entitled to the services of the college library, save for those who for any good reason have been banned from using the services of the college library.

(ii) There shall be library regulations which shall be supervised by the librarians and every student shall abide to those regulations.

PART III

DISCIPLINARY ORGANS

9. Organs Responsible for Disciplinary Matters of the College

Disciplinary organs of the college are as follows; (i) Students Disciplinary Committee.

(ii) Students Disciplinary Appeals Committee.

10. Students Disciplinary Committee (SDC)

There is hereby established Students Disciplinary Committee in each campus of the college which shall comprise of seven (7) members:

(i) Chairperson appointed by the Campus Manager TPSC.

(ii) The Secretary of Campus Grievances Committee shall be the secretary of SDC.

(iii) Officer responsible for Students' Affairs who shall neither be a neither Chairperson nor secretary of SDC.

(iv) One head of non-academic departments appointed by the Campus Manager TPSC who is not a member of the committee

(v) TPSC Manager of Programmes

(vi) TAPSSO Minister of Discipline and Advisory.

(vii) One senior staff to be appointed by the Campus Manager TPSC preferably a person with legal profession.

11. Meetings of Students Disciplinary Committee

(i) In the exercise of its functions, Students Disciplinary Committee shall; (a) Convene once a disciplinary matter has been lodged.

(b) At any time where there is an occurrence that necessitates the committee to meet and deliberate.

(c) Meet at least once in every semester to discuss and evaluate the disciplinary conduct of the students' community.

(ii) All decisions by the committee shall be made on the basis of majority vote. In the event of an equality of votes, the chairperson shall have a casting vote in addition to his deliberative vote.

12. Tenure and Quorum of the Students Disciplinary committee

(1) Tenure

(i) The tenure of office for all appointees of the Campus Manager TPSC shall be two (2) years renewable once. The rest of the members will attend the meeting by the virtue of their positions.

(ii) The Quorum of the Disciplinary Committee shall be five (5) members including the Chairperson and the Secretary.

(iii) In case a member has a conflict of interest with the case at hand he/she should be disqualified to be part of the meeting.

13. Powers and Functions of the Students Disciplinary Committee

(1) Powers of Students Disciplinary Committee

(i) To receive complaints on commission of any disciplinary offence in a prescribed form (FORM NO. 1)

(ii) To summon the accused student or any other student or person who is conversant or supposed to be conversant with the facts of the complaint, to appear before the Students Disciplinary Committee for examination or interrogation.

(iii) To deliberate and decide on the place, date and time for holding a disciplinary proceeding.

(iv) To initiate disciplinary proceedings against the accused student.

(v) To impose appropriate penalties on any student for any offence committed under these By-laws after due investigation and determination of fault.

(vi) To discuss and evaluate the disciplinary conduct of the students' community.

(vii) To prepare and submit a detailed report of its proceedings containing findings and decision to the Campus Manager.

(viii) To investigate general conducts of students.

(ix) To do any other thing not provided for in these By-laws for the maintenance and promotion of good discipline among students.

(2) Functions of Members of Students Disciplinary Committee (a) The Chairperson Shall:

(i) Convene the Committee;

(ii) Be the Leader of the Committee;

(iii) Control proceedings of the Committee;

(iv) Sign summons issued by the Committee;

(v) Sign and deliver report of the proceedings to the Campus Manager TPSC; and (vi) Taken any other action to ensure the smooth running of the meeting.

(b) The Secretary Shall:

(i) Receive complaints from aggrieved party ;

(ii) Prepare summons for the parties and witnesses in the prescribed forms;

(iii) Keep the register of complaints filed to the Committee;

(iv) Notify the Chairperson on registered Complaints;

(v) Write the proceedings of the Committee;

(vi) Prepare report of the proceedings to be submitted to the Campus Manager TPSC; and

(vii) Keep records of the Committee.

(c) Officer responsible for Students' Affairs shall:

(i) Advise the Committee on affairs of the students;

(ii) Make follow up on implementation of decisions of the Committee;

(iii) report to the Committee on implementation of decisions of the Committee; and

(iv) Submit to the Committee evaluation on students' disciplinary affairs in every semester.

(d) Other Members of the Committee shall:

(i) Actively participate in the functions of the Committee.

(ii) Assist the officer responsible for Students' Affairs in conducting evaluation of Students' disciplinary affairs every semester.

14. Students Disciplinary Appeals Committee (SDAC)

(i) Establishment:

(a) There shall be an Appellate Authority in each campus for the purpose of entertaining appeals by students aggrieved by the decision of the Students Disciplinary Committee.

(b) The Students Disciplinary Appeals Committee shall be the Appellate Authority in the respective campus.

(ii) Composition:

SDAC shall be comprised of the following members:

(a) Campus Manager – Chairperson

(b) One academic staff appointed by the Principal-Secretary

(c) Patron/Matron-Member

(d) TAPSSO President– Member

15. Meetings of the Students Disciplinary Appeals Committee

(i) In the exercise of its functions, the Students Disciplinary Appeals Committee shall; (b) Convene once an appeal has been lodged.

(c) Where there is an emergency that necessitates the committee to convene.

(d) Meet at least once in every semester to discuss and evaluate the disciplinary conduct of the students' community in all campuses.

(ii) All decisions by the committee shall be made on the basis of majority vote. In the event of an equality of votes, the Chairperson shall have a casting vote in addition to his deliberative vote.

16. Tenure and Quorum of the Students Disciplinary Appeals Committee

(i) All members of SDAC shall attend the meeting by virtue of their positions serve for the appointee of the principal whose tenure shall be three years.

(ii) The Quorum of the Students Disciplinary Committee shall be three (3) members including the Chairperson and the Secretary.

17. Powers and Functions of the Students Disciplinary Appeal Committee

The Students Disciplinary Appeal Committee shall have the power:

(i) To receive and hear appeal lodged by the student disciplined by the Students Disciplinary Committee;

(ii) To order for and receive from SDC the proceedings and decisions of the SDC appealed against;

(iii) To summon the appellant or any other student or person who is conversant or supposed to be conversant with the facts of the appeal, to appear before SDAC for additional evidence or further examination;

(iv) To instruct the Students Disciplinary Committee to receive additional evidence;

(v) To reverse or set aside the decision of the Students Disciplinary Committee;

(vi) To uphold the decision of the Students Disciplinary Committee;

(vii) To order the disciplinary committee to start afresh the proceedings;

(viii) To do any other thing not provided for in these by-laws for the maintenance and promotion of good discipline among students.

PART IV

DISCIPLINARY OFFENCES

18. Jurisdiction of the College

Generally, the jurisdiction of the college and disciplinary powers on students are limited to conducts which occur on college premises. However, the college may take action in off-campus situations involving student misconduct that negatively affects the reputation of the college, or when a student's behaviour threatens the health, safety, and/or property of any student or any individual in the society.

19. General Disciplinary Offences

For the purpose of these By-laws, general disciplinary offences shall include the following:

(i) Conduct by the student which does or is likely to cause damage, defacement or violence towards any member of the College community and/or their properties or college's properties shall be a disciplinary offence punishable by suspension for a period of not more than one month and compensation to the value of the property damaged.

(ii) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic and/or administrative activity (ies) authorized by the college shall be a disciplinary offence punishable by suspension for a period of not more than one month.

(iii) A student shall not be permitted into class after 15 minutes have elapsed since the beginning of the class.

(iv) It shall be a disciplinary offence for a student to miss classes without a reasonable cause. The punishment for the offense shall range from oral warning, written warning, and fourteen (14) days suspension to dismissal depending on the severity

of the offense. Heads of respective departments shall report and provide evidences on the severity of the misconduct to the Students Disciplinary Committee.

(v) Use of cellular phones in classrooms, laboratories or library is prohibited and the facilitator, laboratory attendant, or library officer as the case may be may evict him from the classroom/laboratory/ library or confiscate the phone until the end of the session.

(vi) Harassment (verbal or physical) at or during or after class hours shall be a disciplinary offence punishable by suspension for a period of not more than one month.

(vii) It shall be a disciplinary offense punishable by suspension for a period of one semester to engage in any on-line or social media activity that may compromise ethical values or reputation of the college such as exposure of one's nude photographs, pornography, inciting violence, using abusive and indecent language in social media, or participating in any other activity prohibited by the Penal

Code or Cyber Crimes Act as amended or any other applicable law at the time of the commission of the offence.

(viii) It shall be a disciplinary offense punishable by dismissal from college and discontinuation from studies to interfere, penetrate, hack or bypass College's network security systems and communication media in place with or without an intention of committing any offence or committing any act that will hamper the performance of the Colleges' ICT infrastructure.

(ix) It shall be a disciplinary offense punishable by suspension for a period of not more than one month to perform any installation of hardware or software in college computer or any other ICT infrastructure without authorization.

(x) Unauthorized placing of any notices, posters, signs or any other things in any place within the College premises is strictly forbidden and any person who contravenes the same shall be issued a written warning.

(xi) Unauthorized use of, or interference with, any technical electrical or other services or installation at the college shall be a disciplinary offence punishable by dismissal from studies.

(xii) Drunkenness by any student on or off campus shall be a disciplinary offence punishable by suspension for one semester or for a period of not more than one month respectively.

(xiii) Smoking any substance in the library, cafeteria, lecture rooms, computer rooms or any other place within the College premises shall be a disciplinary offence punishable by suspension for a period of not more than one month.

(xiv) Any unauthorized possession of the College property shall be a disciplinary offence punishable by a written warning.

(xv) Wilful refusal or failure to comply with a lawful order or directives given by any officer of the college or someone acting on his behalf or any competent organ shall be a disciplinary offence punishable by suspension of a period not less than fourteen (14) days.

(xvi) Wilful failure or refusal to attend a meeting called or authorized by the Disciplinary committee or any other competent organ of the

College when summoned to do so by a proper written notice of such committee or organ as prescribed by these bylaws shall be a disciplinary offence punishable by suspension of a period not less than fourteen (14) days.

(xvii) Wilful refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary committee or any other competent organ of the college shall be a disciplinary offence punishable by dismissal from studies.

(xviii) Use of slanderous, abusive, obscene or threatening language by any student against any other student or any officer or employee of the college in the course of performing such officer's or employee's duties shall be a disciplinary offence punishable by suspension for a period of not less than one month.

(xix) To give false information, forging a document or perpetrating forgery or alteration or misuse of any college document, record, account, computer account or instrument of identification shall be a disciplinary offence punishable by dismissal from studies.

(xx) To keep possession, engage in any business or transaction or to administer any illegal drugs to oneself or any other person for whatsoever reason shall be a disciplinary offence punishable by dismissal from studies.

(xxi) Use of any weapon both within and/or outside the College premises and possession of weapon within College premises shall be a disciplinary offence punishable by dismissal from studies.

(xxii) To instigate and, or participate in any mob justice, strike, the boycott of classes or any civil commotion shall be a disciplinary offence punishable by suspension for a period of not less than one month.

(xxiii) Wilful obstruction of the work or proceedings conducted by the Disciplinary Committees or any other competent organ of the College or interference with witnesses in disciplinary proceedings under these By-laws, wilful tempering, destruction of evidence or obstructing and threatening witnesses who appears or are about to appears before Disciplinary committees shall be an offense

punishable by suspension of a period not less than fourteen (14) days.

(xxiv) Writing or disseminating of defamatory literature by any student or group of students against any student, member of the College community or against the College shall be a disciplinary offence punishable by suspension for a period of not less than one month.

(xxv) Acting as an agent of the College without authorization shall be a disciplinary offence punishable by dismissal from studies.

(xxvi) Tampering with or misuse of fire extinguisher or any other safety equipment or disregarding, circumventing or disabling any security or safety device or system shall be a disciplinary offence punishable by suspension for a period of not less than one month.

(xxvii) The use of another person's identity, password, identification number or any other identification card without the consent of the owner or assisting in any of the above shall be a disciplinary offence punishable by dismissal from studies.

(xxviii) Any student convicted of a criminal offense by any court in Tanzania shall be automatically dismissed from studies.

(xxix) Sexual harassment of whatever kind by a student towards any member of the college community is a disciplinary offence punishable by suspension of one semester. Sexual harassment shall consist of, but not limited to the following:

(a) Telling lies or spreading rumours about a person's sex life with the purpose of damaging the character of the victim;

(b) Unwanted physical contacts of any sort which is sexual in nature including unwarranted touching of any part of the body, brushing against another's body, hair or clothes, kissing, pinching, grabbing;

(c) Displaying of pornographic and sexually suggestive pictures and or sexual objects;

(d) Transmitting offensive written or electronic communications of sexual nature in any medium;

(e) Indecent exposure of sexual private body parts;

(f) The use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or punish another for his or her refusal

(xxx) Students borrowing books, periodicals, magazines, any documents or facilities of the college library shall personally be responsible for their care and safety and shall return intact the borrowed item to the issuing officer on the date specified or agreed for the return of such item. Any student who violates this rule shall have committed a disciplinary offence and be issued with a written warning in case of non-submission of the item borrowed within a specified time or compensation to the value of the item in the event of loss, destruction or damage of the item borrowed.

(xxxi) Any form of dishonesty, disorderly conduct or unbecoming behaviour by any student of the college both on and off campus shall be a disciplinary offence punishable by penalties ranging from oral warning, written warning, suspension for a period of not less than fourteen (14) days to dismissal, depending on severity or gravity of the offence that shall be determined by disciplinary committees.

(xxxii) It shall be a disciplinary offence punishable by suspension of not less than fourteen (14) days to conspire to defeat any provision of this By-Law.

(xxxiii) Leaving the College without permit as required under Rule 5 of these By-Laws is a disciplinary offence punishable by a written warning or suspension of not less than 14days in case of repetition.

20. Offences Relating to Hostels

(1). General Offenses related to Hostels

(i) It shall be a disciplinary offence for any student to do any of the following:

(a) Sublet any person in the college hostels (for the purpose of this paragraph a person includes a student or any other person not allocated in that particular room of residence);

(b) Use the rooms allocated to him for any other function other than residential purposes without the permission of an authorized officer.

(c) Share a room, with a student of opposite sex.

(d) Cooking inside the rooms of the college hostels; for purpose of this paragraph, cooking includes boiling, frying, roasting, baking, steaming and boiling water using electric kettle.

(e) Interfere with or transfer furniture or fittings of any kind from any part of the college hostel without the permission of an authorized officer.

(f) Use of balcony, window or walls for drying or airing of bedding, towel, clothing or washing of any kind.

(g) Bring in the college hostel refrigerator, drier, freezer or electrical or gas cooking appliances without written consent of the college administration.

(h) Leave without surrendering all room keys and other accommodation facilities to the authorized officer at the end of each semester or as may otherwise be directed by the college management.

(i) Deny a person authorized by the college management to enter a room for repair, inspection and other activities as may be specified from time to time.

(j) Use music appliances, record player, TV, VCR, computer, radio and any other noise making instrument at noise levels that are a nuisance and annoyance to other residents.

(k) To litter in rooms, drawing or writing on walls of halls of residence or any other compound of the college;

(l) To entertain visitors in rooms beyond 6:00pm for outside visitors and 10:00pm for TPSC students of the respective campus.

(m) To bring or use any alcohol, or to smoke any substance, or use of illegal drugs in the hostel.

(n) No student shall install any additional finishing in his room. Should there be a need of such installation the student shall

report the matter to the authorized officer in-charge of estates.

(o) Wilful and negligently damaging any property of the College hostel.

(p) To sleep on the same bed with another student (this shall be applicable for both same and different sex)

(ii) Penalties for offences established in this rule are covered under Part VI of these By-laws depending on the severity of the offence, provided that for a subsequent offence the student shall be evicted from the hostel.

(2). Specific Offenses related to Off-Campus hostels

It shall be an offense for any student to;

(i) To reside in any hostel that has not been registered by the college

(ii) To violate any terms agreed upon between the college and owners of private off campus hostels

21. 1) Offences Related to Dress code

(i) Students' Attire shall be:

(a) The attire for male students shall be any black, dark blue or gray coloured suit (trouser and a coat) with plain coloured shirt, tie, shoes (not rubber) and socks.

(b) The attire for female students shall be decent black, dark blue or gray coloured suits (skirt and a coat) with plain coloured shirt and shoes.

(c) Save for the matters provided above, students shall abide by the Government Circular on dress code for Public Servants at College premises.

(ii) Students shall wear the official attire described in sub rule (i) (a) and (b) above during class sessions and any time during working hours when they are in college premises.

(iii) In furtherance to sub rule (i), the following acts are prohibited;

(a) Wearing open shoes in class;

(b) Wearing scarf, hijab and veils not of plain colour during class hours;

(c) Wearing Niqab (hijab and/or veils that do not leave the face free for easy identification) within college premises;

(d) Colouring hair or shaving in styles such as *kiduku*, *kikuku*, punk, afro or any other hairstyles which are un-presentable for a potential public servant; (e) Not keeping beard neatly shaved for male students.

(iv) The facilitator present in class may dismiss the student from the class session in the event that the student contravenes sub rule (i) (ii) and (iii) above.

(v) In the event that a student has a special reason for not abiding to the College dress code, he shall report the matter to the Head of students' affairs division and receive a prior written approval.

(vi) For the purpose of this provision special circumstances include medical recommendation from a certified government medical doctor, pregnancy or any other acceptable circumstances as determined by the Head of students' affairs division basing on the prevailing circumstances.

(vii) It shall be a disciplinary offence to wear indecent dresses such as tight trousers, blouses or skirts, mesh type or transparent dresses, trousers hanging under the buttocks (*mlegezo*) jeans, miniskirts, skirts with excessive slits (*mpasuo*) (an acceptable slit should be below the **calf area** of the leg), any dress that leaves the stomach, waist, breasts, thighs, chest, popliteal fossa and or back open, skin tight, any kind of shorts (*vipedo*, *pedopusha*), hats or caps, clothes with inappropriate or unsuitable graphics, slogans, obscene or abusive language and any other unpresentable clothes.

2) Depending on the frequency of the offence the student shall be:

a) Denied access to the College premises or any rented premises by the

College; OR

b) Denied access to College offices, lecture theatres/classes, library, laboratories and any other formal gatherings; OR

c) Suspended for not less than fourteen (14) days if the student is a habitual offender.

PART V

DISCIPLINARY PROCEEDINGS

22. Disciplinary Proceedings of the Students Disciplinary Committee

(1) Subject to the powers and functions of the Students Disciplinary Committee under rule 13 of these By-laws the following procedure shall be adopted in dealing with disciplinary matters or offences;

(i) The Complainant shall lodge his complaints at the office of the secretary of Grievances Committee of TPSC who is also the secretary of SDC. The secretary shall reduce into writing the complaints lodged.

(ii) The secretary shall notify the chairperson of the committee of the complaint lodged and agree on the date of hearing.

(iii) The secretary shall prepare and serve upon the accused student notice in prescribed form (FORM NO. 4) which specifies the offense committed, time, date and place of hearing. FORM NO. 4 shall be signed by the accused student and the process server. Four copies of FORM NO. 4 shall be served upon the complainant, the accused student, the Committee and the respective student file.

(iv) Where the accused student fails or refuses to attend the meeting the Students Disciplinary committee shall proceed with the matter *ex-parte* (in the absence of the accused student).

(v) On the first appearance of the accused student, the charge (FORM NO. 5) shall be read over and explained to the accused student who shall be required to respond on the truthfulness of the allegation (plead) thereto.

(vi) If the accused student admits to the charge expressly and clearly free from any ambiguities (unequivocally) the Students Disciplinary

committee shall proceed to convict and impose punishment upon him accordingly.

(vii) If the accused student denies the charge, the Students Disciplinary committee shall proceed to trial;

(a) The complainant shall state his case and produce his evidences and call his witnesses (if any).

(b) The accused student shall have the right to cross-examine the complainant and his witness(es)

(c) The members of the committee shall also ask the complainant and his witness(es) questions for clarification if necessary

(d) The Students Disciplinary Committee shall then give an opportunity to the accused student to defend his case, produce evidences and call his witnesses (if any)

(e) The complainant shall have the right to cross-examine the accused student and his witness (es).

(f) The members of the committee shall also ask the accused student and his witness(es) questions for clarification if necessary

(g) Testimony shall be taken orally by the Students Disciplinary Committee and reduced into writing by the secretary of the committee

(h) The Students Disciplinary committee may summon any other witnesses at its discretion to attend and give evidence before the committee at the prescribed time on the appointed day.

(i) The Students Disciplinary committee shall give its decision on the basis of these By-laws and the evidence admitted by the Committee in absence of the parties. In the event that there is lack of consensus on the appropriate action to take, members shall cast votes.

(j) The committee shall prepare and submit a detailed report of its proceedings findings and decision to the Campus Manager TPSC.

(k) The Campus Manager TPSC shall formally notify the parties of the decision of the Committee and inform them on the right to appeal.

(l) The Campus Manager TPSC shall not have powers to change or reverse the decision of the Committee.

(2) All the members of the Committees shall at all times behave ethically and maintain confidentiality of the proceedings of the meetings.

23. Appeals

(i) Any person aggrieved by the decision of the Students Disciplinary committee may appeal to the Students Disciplinary Appeals Committee within fourteen days (14) days from the date he receives the decision of the Students Disciplinary committee.

(ii) An appeal lodged to the Students DAC shall be in a prescribed form. (FORM NO. 2)

(iii) The Students DAC shall within seven (07) working days consider the appeal on its merits and in so doing; it shall have powers prescribed under Rule 17 (ii) to (viii) of these By-laws.

(iv) Where a person is not satisfied with the decision of the SDAC, he can appeal to the Principal by filling FORM NO. 3 and submit it to the office of the Campus Manager within three (3) days from the date the decision of SDAC was communicated to him.

(v) The office of the respective Campus Manager shall ensure that all appeals lodged in sub rule (iv) above are sent to the Principal a day following the deadline date of receiving appeals.

(vi) Upon receiving appeals, the Principal shall instruct a special committee of five

(5) members to hear the appeal and recommend to him.

(vii) The special committee described in sub rule (vi) above shall have the following composition;

a) DP (Planning, Finance and Administration)-Chairperson

b) Registrar

c) TPSC Human Resource and Administration-Secretary

d) Chairperson of TAPSSO Presidents

e) Two (2) members to be appointed by the Principal prior to each meeting.

(viii) The special committee under sub rule (vii) of Rule 23 shall have similar powers with those of the SDAC.

(ix) Upon receiving the recommendations of the special committee, Principal shall decide on the appeal lodged and his decision shall be final and conclusive on the matter appealed against.

(x) The decision of the Principal shall be communicated to the appellant within three

(3) days from the date that the decision was made.

PART VI

GENERAL PENALTIES

24. Application of General Penalties

Depending on the magnitude of the offense, the SDC and/or the appeals Committee shall also have the power to:

(a) Order Compensation of the value of any damaged property;

(b) Issue Written warning;

(c) Dismissal from studies; and

(d) Combine any sentence given as it deems fit in the circumstances.

PART VII

MISCELLANEOUS PROVISIONS

25. Accommodation for Married and Breastfeeding Mothers

The College shall not be obliged to provide special accommodation to married couples or breast-feeding mothers and their infants.

26. Services Requiring Identification

Failure to identify oneself or produce any Identity card when called to do so by any authorized officer of the college or any other officer lawfully empowered to demand any such information and/or identity in the execution of his lawful functions or for the purpose of rendering particular service(s) shall lead to the denial of such service(s).

27. Motor Vehicles and Motorcycles Owned by Students

(i) Any student wishing to keep and drive a motor vehicle or motor cycle on campus must first register it with the Head of Students' Affairs Division.

(ii) The registration of motor vehicles and motor cycles as provided for under subrule (i) above shall be done annually upon the production of the following documents:-

(a) Registration card;

(b) A valid certificate of insurance;

(c) A valid driving license;

(d) A certificate of road-worthiness, where such appears necessary.

(iii) The College shall not be responsible for the care and/or safety of any motor vehicle, motor cycle or any other transport facility of a student.

28. Suspended Students

Any student suspended from studies shall, unless permitted by the Campus Manager or any person acting on his behalf, stay off-campus.

29. Records of Punished Students

Any penalty imposed on any student by any authority under these By-laws or any other law in force and applicable to such student shall be recorded or cause to be recorded in the personal file of the student concerned.

30. Resuming Studies after Suspension

(i) A suspended student shall report to the Head of the Department concerned on the day following the last day of his suspension.

(ii) Any student who resumes studies at the College after being suspended under any of the provisions of these By-Laws or any other law in force and applicable to such student, shall personally bear all the costs and other consequences of such suspension.

31. Safety of College Properties

(iii) All students shall observe the safety of properties within the College premises.

(iv) Students shall switch off all lights, air conditioners, fans or any other electrical device before leaving the class rooms, hostels, or laboratory.

(v) Students shall observe cleanliness. Writing or drawing on the walls or desks, littering the classrooms with waste paper or any other kind of rubbish is strictly prohibited.

32. Interpretation of these By-laws

Where any dispute arises as to the interpretation and application of these By-laws, the dispute shall be referred to the Principal of the College whose decision shall be final.

33. Delimitations of these Bylaws

These By-laws are not exhaustive of rules and regulations governing student conduct at the College and do not exclude the application of specific regulations in various settings including but not limited to the College library, Laboratory and examinations.

34. Amendment of By-laws

The College shall have power to amend or repeal these By-laws subject to the procedures and approval of the relevant authorities.

35. Publication of these By-laws

It shall be the duty of the college to publish these by-laws in the college prospectus and these by-laws should be brought to the notice of the students in a manner to be determined by the Board from time to time.

LIST OF FORMS

FORM No. 1

Complaints Form

(Made under Rule 13 (i) of the TPSC Students By-Laws, 2019 to receive complaints on commission of disciplinary offence)

A: Personal Particulars

1. Complainant (s) name: .....
2. Registration Number/Identification number: .....
3. Programme/Position: .....
4. Mobile No: .....

B: Particulars of Complaint

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C: Signature of the Complainant:…… **Date:** ……

FORM No. 2

Appeal Form

Appeal to Students Disciplinary Appeals Committee

(Made under Rule 23 (i) and (ii) of the TPSC Students By-Laws, 2019 to receive appeals from students aggrieved by the decision of the Disciplinary Committee)

A: Personal Particulars

1. Appellant (s) name: ……
2. Registration Number: ……
3. Programme: ……
4. Mobile No: ……

B: Penalty Imposed by Students Disciplinary Committee

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C: Date of decision appealed against:
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D: Date of receiving the decision:
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E: Grounds for Appeal

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F: Signature of the Appellant: …… **Date:**
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FORM No. 3

Appeal Form to Principal

(Made under Rule 23 (iv) of the TPSC Students By-Laws, 2019 to receive appeals from students aggrieved by the decision of the Students Disciplinary Appeal Committee)

A: Personal Particulars

1. Appellant (s) name: ……
2. Registration Number: ……
3. Programme: ……
4. Campus: ……
5. Mobile No: ……

B: Penalty Imposed by the Students Disciplinary Appeal Committee

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C: Date of decision appealed against:

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D: Date of receiving the decision:

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E: Grounds for Appeal

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F: Signature of the Appellant: …… **Date:** ……

FORM NO.4
Notice to Appear Before Disciplinary Committee
In the Students Disciplinary Committee of Tanzania Public Service College

Disciplinary Cause No……20……

To……

……

NOTICE TO APPEAR
(Made under Rule 22 (1) (iii) of the TPSC Students By-Laws, 2019)

Take Notice that a disciplinary Proceeding has been initiated against you on the following;

1. ……
   ……
2. ……
   …… 3.
   ……
   ……

You are therefore required to appear in person on ……day of ……20…… at ……HRS to answer the allegations leveled against you before the committee meeting to be convened at…… Building. You may come with your witnesses and any evidence in your possession.

CHAIRPERSON …… DATED ……

CONFIRMATION OF SERVICE

I, ……(*student*) declare that I have been served with the above stated notice to appear before the Disciplinary Committee this …… (Date) Signature ……

That I, ... Confirms that I have served the said notice in person to ..... this .....

The student has ACCEPTED/REJECTED SERVICE

Signature of Process Server: .....

FORM NO. 5
In the Students Disciplinary Committee of Tanzania Public Service College

Disciplinary Cause No. ..... 20.....

CHARGE
(Made under Rule 22(1) (v) of TPSC Students By-Laws, 2019)

PARTICULARS OF THE ACCUSED STUDENT Name:

.....

Registration No:..... Course:

.....

Year of Study:.....

Stream:.....

Statement of the Misconduct

(Example; Unacceptable behaviour contrary to Regulation 19 (xxxi)

Particulars of the Offence

That.....being a student of Tanzania Public Service College, on .....(date) you are alleged to have been found with a person

believed to be a husband of……on ……

……

CHAIRPERSON

Dated this……day of ……20……

FORM NO.6

In the Students Disciplinary Committee of Tanzania Public Service College

Disciplinary Cause No. …… 20……

WITNESS/COMPLAINANT SUMMONS

TO:
Name:……

Registration No:……

Course:……

Year of Study:……

Stream:……

You are summoned to attend and give testimony before Student Disciplinary Committee on ……day of ……at……building.

You are supposed to come with any evidence in your possession which is connected to the disciplinary
cause
against……
…

CHAIRPERSON ..... DATED .....

CONFIRMATION OF SERVICE

I,..... (*Student*) declare that I have been served with the above stated notice to appear before the Disciplinary Committee this ..... (Date) Signature .....

That I, ... Confirms that I have served the said notice in person to ..... this ..... **Signature of Process Server: .....**